

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 131
AUGUST 15, 2012 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, August 15, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
Kelly Emerson, Member
Angie Homola, Member

Staff: **Pam Dill**

Staff Present: **Bill Oakes, Director, Steve Marx, Dave Bonvoulior, Bryant Mercil**

Others Present: **Elaine Marlow, Budget Director**

Record @ 00:20

Public Works

Subject/Description: **Dave Mackie Park Grandstand Repair – Project update**

Attachment: **Job Ledger**

Action Requested: Additional work remaining includes painting the grandstand (Rotary Club will provide labor); metal roof over grandstand (County will supply materials, labor provided by Rotary Club); fence repair at third baseline dugout; Additional Budget Allocation: \$2,413.86.

Follow Up: Okay with full Board.

Solid Waste

Subject/Description: **Preliminary Rate Study Discussion**

Attachment: **none**

Information: The City of Oak Harbor is studying the costs of building its own solid waste transfer station. Island County Solid Waste will be evaluating the impacts that will have on the Coupeville Solid Waste site and delaying the rate study for a year. In the meantime, Public Works recommends maintaining the current rates through 2013.

Follow up: Okay with full Board.

Roads

Subject/Description: **Rural Arterial Program (RAP) Application**

Attachment: Memorandum & Final Prospectus (2013-2015)

Action Requested: Approval for Public Works to submit an application for approximately \$2.7M of RATA funds for Boon Road (section 2), the north 0.73 miles of the road.

Follow Up: Okay with full Board to move forward to Monday August 27, 2012 for Chair signature.

Subject/Description: **Discuss Polnell Road Sight Distance**

Attachment: Memo & Exhibit A – Polnell Road Sign Assemblies

Action Requested: Traffic Engineer recommends advisory speed plaques be installed on Polnell Road in advance of the intersections of Fireweed Drive and Mariner Beach Drive due to limited sight distance on the approach to each of the intersections. The recommended advisory speed for the eastbound direction approaching Fireweed Drive is 35 mph. The recommended

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advisory speed for the westbound direction approaching Mariner Beach Drive is 40 mph. Commissioner Homola asked if LED flashing lights are included. Bill Oakes indicated that solar/battery powered radar activated units that only flash when activated by a passing motorist can be added.

Follow Up: Okay with full Board to move forward to a Monday regular agenda.

Budget Director/GSA/IT
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, August 15, 2012, at 9:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record @ 25:45

Subject/Description: Request to fill vacant staff position

Attachments: Memorandum dated 8/10/12 from Elaine Marlow to BOCC

Action Requested: Approval for the GSA Office Manager position to be filled as a 1.0 FTE GSA Accounting Supervisor position.

Follow-up: Okay with full Board to move Job Requisition forward to Monday's agenda.

Subject/Description: Update on Burn Permit Program

Attachment: Worksheets

Discussion: Elaine updated the Board on the projected deficient for the Burn Permit Program. Any changes to the Interlocal Agreement between Skagit and Island County need to be made by September 30, 2012. Commissioner Emerson noted that the NWCAA Board of Directors is looking at making changes to the program and she will request the discussion be added to their September 13, 2012 agenda.

Follow up: Elaine Marlow will draft a letter to Skagit County, for the Board's review at their September 19, 2012 work session, noting Island County's intent to review the Interlocal.

Subject/Description: Update on Conservation Futures Funding

Attachment: none

Information: At a September work session GSA will provide an update on 2011 CFF projects as well as present the 2012 CAB Conservation Futures Funding recommendations.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, August 15, 2012 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Jill Wood, Bill Oakes, Jackie Henderson, Kelly Mauck, Greg Banks

Record @ 56:05

Subject/Description: Job Requisitions

Attachments: yes

Action Requested:

Health

- Environmental Health Specialist III, C-12, extended funding for current position; 1 FTE, #047/12
Commissioner Homola moved to approve Job Requisition #047/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Department of Natural Resources

- Watershed Project Manager, C-12, replacement position; 1FTE #048/12 AH/KE/U
Commissioner Homola moved to approve Job Requisition #048/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Public Works

- Oak Harbor Truck Driver 1, R-11, replacement position; 1 FTE #049/12 KE/AH/U
Commissioner Emerson moved to approve Job Requisition #049/12. The motion was seconded by Commissioner Homola and carried unanimously.

Human Services

School-based Mental Health Counselor, C-11, replacement position; 1 FTE #050/12
Commissioner Homola moved to approve Job Requisition #050/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Sheriff

Patrol Deputy Temporary Provisional, GD-10, replacement position; 1 FTE #051/12
Commissioner Homola moved to approve Job Requisition #051/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Prosecuting Attorney

- Paralegal/Legal Assistant 1, C-7, replacement position; 1 FTE, #052/12
Commissioner Homola moved to approve Job Requisition #052/12. The motion was seconded by Commissioner Emerson and carried unanimously.

- Paralegal/Legal Assistant 1, C-7 – increase hours for Marcia Rothman beginning 8/27/12 until replacement for Shawna Weeler is hired; #053/12
Commissioner Emerson moved to approve Job Requisition #053/12. The motion was seconded by Commissioner Homola and carried unanimously.

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**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, August 15, 2012, at 10:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

Present: Anne LaCour, Wanda Grove

Others Present: Elaine Marlow, Budget Director

Record @ 01:17:24

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, August 15, 2012 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

Others Present: Elaine Marlow, Budget Director, Debbie Thompson

Record @ 01:25:40

Subject/Description: Commissioner's Office budget discussion

Attachments: yes

Discussion: In preparation for the Roundtable budget meeting on August 27 the Board discussed their 2013 priorities and goals for the Commissioner's Office; where they would make cuts if necessary and services they would augment if resources were available.

2013 priorities and goals:

Maintain qualified staffing in Camano office (allow for a 1-2 month overlap for training – 2012 expenditure)

Improve public information services

Video tape Work Sessions

Complete Clerk of the Board transition

Improve Commissioner's web site

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What would you cut from the office if you had to?

Reduce Commissioner's travel stipend
Eliminate newsletter expenses

What service would you augment with available resources?

Commissioner Emerson – Move all additional dollars to the Sheriff's office
Commissioner Homola – Increase public information and outreach
Commissioner Price Johnson – Improve document management systems

Follow up: Commissioner Price Johnson will put together a draft for the Board's review prior to the Roundtable Budget Presentation.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Angie Homola, Member

ATTEST:

Elaine Marlow, Clerk of the Board